

**Madison Monthly Meeting  
of the Religious Society of Friends (Quakers)  
Building and Grounds Committee**

**January 5, 2018**

**Renovation Program Statement**

**Building and Grounds Committee:** Rick Pifer (convener), Amy Crikelair, Lynn Entine, Chris Frakes, Carl Houtman, Susan Kummer, Hilda Kuter, Ginger Morgan, Aaron Rittenhouse, Julie Shaull, Roy Shenk, Kay Stevens, Dou-Yan Yang

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# **Madison Friends Meeting — Building and Grounds Committee Renovation Program Statement — January 5, 2018**

## **1. Introduction**

The Madison Monthly Meeting (MMM) is an unprogrammed Quaker meeting of the Religious Society of Friends affiliated with the Friends General Conference and the Northern Yearly Meeting. “Unprogrammed” means that there are no paid ministerial staff. MMM has about 200 adult members and regular attenders in the Madison area according to the 2017 State of Society report. Members and attenders range in age from newborns to those in their nineties, but on average the age profile of MMM is gradually growing older.

The meetinghouse is most heavily used on Sundays (also called First Day by Quakers). Each First Day, MMM holds two hour-long meetings for worship in the large room on the main level at 8:30 a.m. and 11:15 a.m. Our Quaker form of worship is a time of mostly silent, communal contemplation. Individuals who have a message to share during worship may choose to rise and speak briefly to the gathered group. Attendance averages 20-30 adults at the early worship and 50-60 at the later worship. Two additional meetings for worship are held on weekday evenings in the library averaging 2-10 attendees. On the first First Day of the month, the Clerk of MMM convenes a Meeting for Business (MfB) in the main meeting room during the time between the “early” and “late” Meetings for Worship.

On most other weeks during the interval between the two meetings for worship, a forum or discussion, called the “Weekly Gathering,” meets in the east end of the lower level. Attendance at the Gathering averages 12 to 25 people, but occasionally can be as high as 40 to 45. Audio-visual equipment is sometimes used. This space is used immediately afterwards for children’s Sunday School, which is referred to as “First Day School”.

During the same time period, brunch is provided in the dining room space at the west end of the lower level, adjacent to the kitchen.

The east two-thirds of the lower level is used for a nursery and First Day School (FDS) classes for children and youth which are held concurrently with the second Meeting for Worship. Since the number of classes and class size can vary from year-to-year based on attendance, the lower level education space is currently configured with a nursery room and a larger space that can be subdivided by movable partitions to accommodate two classes. Weekly Gathering forums are held in this large downstairs class area just before First Day School classes meet. Other classes utilize a meeting room on the upper level and a room in the basement of the caretakers’ house.

Sunday patterns of use on the lower level produce a complex environment within which no one has full ownership and a variety of competing interests use the space in contiguous time slots. Competition for space and congestion complicate adult and First Day School programming, make access difficult, and often prevent teacher access to classrooms and instructional materials prior to class time. Similarly, on the upper level, competing demands on Sunday mornings for the Sun Room as a meeting space and as a classroom reduce its effectiveness for either.

The Meetinghouse provides space for over 20 Quaker committees and interest groups, as well as over a dozen community groups for meetings, worship, day-long retreats, and other activities. Committees and groups holding meetings each week range in number from 3 to 40 participants. Concerts, weddings, memorial services and an annual pancake breakfast often bring 70 to 100 participants to the Meetinghouse and push the limits of the main floor Meeting Room, the Library, the lower level spaces, and the restrooms. The Meetinghouse is a busy place.

## **2. Purpose of this Document**

The Building and Grounds Committee (B&G) is convinced that MMM needs to address a number of fundamental access problems in the near future. The following conditions present barriers and limit access to MMM programs and activities:

- No ADA compliant restrooms in the building.
- Difficult access to lower level for hospitality, First Day school, and forums for individuals with limited mobility.
- Poor acoustics in the main meeting room (sanctuary) make it difficult to hear speakers.
- Noise, congestion and competing non-educational events reduce the effectiveness of First Day School spaces as teaching environments.

In addition to these limitations, the hundred-year old Meetinghouse suffers from structural, functional and energy-related problems that need to be considered as part of any plan to remodel or expand the Meetinghouse. B&G believes it is important to look at these issues holistically so we can make informed decisions regarding projects and priorities. The purpose of this document is to compile the information needed by an architect to draft a master plan for the Meetinghouse and grounds. Our goal is to improve access and provide a more functional, effective, safe and appealing environment for Meeting activities.

## **3. Governing Assumptions**

### **We value:**

- Our current site for its central location and because we do not desire to re-locate
- The diversity of MMM and the community groups that make use of the Meeting House throughout the year
- The natural environment (grassy and semi-wild areas, plantings and trees) surrounding the meeting house both as a place for outdoor activities and for providing a reflective, inspirational setting
- The natural light that comes into the building through windows in the Worship Room and Sun Room on the main level and the dining room downstairs
- Sustainable building systems and construction
- Design that reflects the simplicity that Quakers find conducive to worship
- Design that recognizes the importance of equality and community
- The relative quiet of the neighborhood which is conducive to worship and reflection
- Integration into a residential neighborhood, including use of our outdoor space as an informal park and walkway to the bicycle path
- A safe, secure environment where adults and children can interact, worship, learn and play

## **4. Issues and Concerns**

### **4.1 Entryways, Stairways and Access Between Levels**

- The existing vestibule buffers the interior from outdoor cold and heat, but its size and door placement create an entry space that is cramped, restrictive and difficult for wheelchairs to negotiate. The entryway vestibule is 55 square feet with doors offset on opposite walls. This design makes it difficult to bring large or awkward objects into the Meetinghouse because there is no “straight shot” into the building. In addition, the entry door opens opposite to the current handicapped parking space location, requiring a wheelchair to roll past the door, rotate and return.
- The front hallway provides access to the Sun Room, Library, Meeting Room and stairs to the lower level. The hall includes a long row of coat hooks and a table holding name tags. This area often becomes congested as people gather, hang their coats, greet each other, converse with friends, or use the stairway to move between levels.
- Traffic on the stairs can be quite heavy, especially on Sunday mornings when large numbers of people move between levels. On occasion, beverages and finger food are served in the Library after a service. These are prepared in the kitchen and must be carried up the main stairway. The stairs can be hazardous and difficult for individuals with limited mobility, for children and for hospitality servers.
- The rear entry to the lower level of the building is heavily used by children and adults, and is adjacent to the kitchen and the social area. The rear door lacks hardware necessary for handicapped access and closes with enough noise to disturb worshippers above. Without an overhang, there is no possibility of installing accessibility door openers. The rear entrance lacks a place to hang coats and a buffer to reduce heat loss and protect those near the entrance from the elements during inclement weather.
- Access between levels is limited for individuals who have difficulty navigating stairs. An individual unable to use the stairs must exit the building and use a sidewalk to change levels of the building. The Meetinghouse lacks an elevator or lift to assist those with limitations on their mobility.

### **4.2 First Day School**

The number of children/youth attending FDS on any given Sunday fluctuates from week to week and year to year. Although we had only 10 to 12 participants in FDS and the high school program last year, the program is presently serving over 25 children. Planning should be based on general patterns rather than current numbers at any one time. Class sizes have varied recently between 3 and 8 participants. First Day School sometimes gathers all of the participants as one group and meets in the largest class space. Once a month, children choose from among 2 to 3 activities that are held downstairs, outdoors or the kitchen/dining area.

The classroom space currently used for a preschool/kindergarten group and elementary school class is one large room without adequate sound control, lighting control, or storage. The classroom space is also used for weekly adult forums and hospitality. Using the space for multiple purposes in succession each Sunday requires frequent rearrangement, making it hard for classes to keep their own materials and displays, or have a sense of ownership for their space.

Flexible room dividers help to define spaces, but do not provide sound separation between classes; noise also transfers to the main level despite some soundproofing.

- **Fragmentation and Inadequate Classroom Space**

First Day School (FDS) classes are held in three locations: lower level of the Meetinghouse, Sun Room on the main level, and basement of caretaker's house.

High School participants meet in the Sun Room which is often used by adults right up until the time the FDS program starts, not allowing youth to gather before their program or to personalize the space as they would wish.

Middle School participants meet in the basement of the caretaker's residence. They are able to personalize their space, but the location isolates the teenagers from the rest of the FDS program and the benefits of intergenerational contact.

Classroom space needs to be flexible and adaptable to accommodate varying patterns from year to year based on the population of children and availability of volunteer teachers.

- **Environmental Distractions**

The primary FDS space in the lower level of the Meetinghouse suffers from a lack natural light, low ceilings, periodic water seepage, and inadequate ventilation.

- **FDS Office and Storage**

The meeting employs a First Day School education coordinator who would benefit from dedicated workspace contiguous to the classrooms. Crafts materials, extra furnishings, books, and other supplies shared among classes are stored in many separate locations making it difficult for volunteers to locate necessary materials. Some supplies are stored in an area shared with Weekly Gathering, and are inaccessible to teachers immediately before class.

### **4.3 Kitchen and Dining/Social Areas**

These spaces are too small for many events and easily become crowded and congested.

- **Kitchen**

- Food preparation, serving and clean-up activities must compete for space. Counter space is inadequate for food preparation.
- It is very difficult to maintain separation between clean and dirty dishes, food and trash which creates food handling/food safety/health concerns.
- Current kitchen location is convenient for Sunday brunch and for serving event-related meals, but when food is served on the main level, all utensils, plates and supplies must be carried from the basement. Food is often staged in the kitchen and then carried up the stairs to be served. This traffic pattern contributes to congestion, inefficiency, and spills.
- The kitchen appliances (esp. the dishwasher) are inadequate for large groups.
- The serving space adjacent to the kitchen has insufficient counter space for the number of dishes usually being served.
- Major events (e.g. weddings, memorials and an annual pancake breakfast) often serve 70 to 100, and overwhelm the facilities, including kitchen electrical circuits.

- **Social Area/Dining Room.**

- Each Sunday approximately 25 to 30 individuals cycle through the kitchen for a cup of coffee or tea, 15 to 35 people get food, and between 12 and 20 of those people sit to eat breakfast and socialize, with up to 10 individuals seated at one time. Children also often use a table in the hospitality area for art or games.
- The social area is used 6 to 10 times a year to serve 70 to 100 people at potluck dinners, pancake breakfasts, and receptions in addition to a variety of smaller dining events.
- Large dining events require removing furnishings and partitions from the First Day School area to provide room for chairs and tables.
- The social space is also the intersection of five traffic paths: to main floor, to FDS classrooms/Weekly Gathering, to backyard, to kitchen and to restrooms.
- At times, brunch clean-up conflicts with a First Day School class needing to use the social area/dining room.

#### **4.4 Library**

The library is adjacent to the main meeting room and is separated by accordion doors that can be closed, open or partially open depending on what activities are taking place. Traffic flow into and out of the main meeting room is often through the library from the entry hallway.

The library houses approximately 4,500 volumes, a rich collection of Quaker literature that community members appreciate having access to on-site. Library furnishings include a card catalog, a large table, small round tables, and about a dozen comfortable chairs.

The library is located in a larger room that has the meeting's guestbook, pamphlets, main coat rack, community bulletin board, and hallway to bathroom, committee mailboxes, and office. A wall provides some visual separation from the adjoining space but, with a wide opening at either end, this partition offers little protection from noise or other activity.

In addition to being a reflective space, the library currently serves additional functions:

- Seating for latecomers to worship and overflow seating for large gatherings
- Comfortable space for smaller midweek worship and Quaker committee meetings
- Space for post-worship and special event socializing and hospitality (with tables set up for serving finger foods and beverages)

Due to its location, size and mixed uses, the library's value as social, reflective and worship space is diminished by:

- Congestion and overcrowding
- Piles of literature on flat surfaces
- Insufficient lighting
- Noise from the entry hallway, and traffic to the bathroom, distractions, and disruptions for small, mid-week gatherings and those seeking a quiet space

#### **4.5 Meeting Room (sanctuary)**

The seating capacity of the main Meeting Room varies depending on how it is arranged. When set up for the two meetings for worship on Sunday, the current benches and chairs can accommodate about 100 seated individuals, including wider side aisles for wheelchairs and walkers, and a few armchairs for those needing extra support to stand. On average 50 to 60 attend the second, larger meeting for worship. The seating arrangement reflects Quaker belief in equality. Benches and chairs are arranged so worshipers face each other but with no specific focal point. Room dimensions make a more ideal circular seating arrangement difficult.

Two evenings a week, a Buddhist meditation group uses the Main Meeting Room. They rearrange chairs and cushions for their sessions and also use the lower level for weekly hospitality. This group uses most of the space in the storage closet to the right of the stage. The Meeting Room is used by several other groups on a weekly basis.

The meeting room is the most important single space in the building, but suffers from at least three significant problems:

- The room has poor acoustical characteristics and many individuals have difficulty hearing worship messages, particularly if they have hearing deficiencies or speakers talk softly. The Meeting recently adopted the practice of using a hand-held microphone and amplified speaker to make it easier for individuals to hear worship messages.
- The room is also subject to sound and visual interference from the parking lot, entry hall, coat rack area/corridor to bathroom and office. Noises from the lower level and First Day School activities in the backyard can also create disturbances.
- A little-used stage, where the piano is located, occupies the east end of the meeting room. It is used for special events such as musical concerts or holiday programs, but generally is unused space. The space is used for overflow seating during memorial services and occasionally for singing around the piano.

#### **4.6 Office Space and Meeting Rooms**

The Sun Room is the only general purpose meeting room with a door for privacy. It can accommodate up to 12 individuals, tightly. Committees and organizations often use the library, main meeting room, basement\_hospitality room, or FDS space for meetings either because the Sun Room is already booked or is too small.

The office provides work space for office functions and small meetings, and storage space for a desk, laptop, printer, media equipment and the MMM archives. It is a low-use area kept locked to protect confidential information in the MMM archives and the equipment. Because it houses the archives only Meeting groups are allowed to use the space. It is too small for many meetings, or to house the full MMM archives. The room seats eight people.

- Original single pane, double-hung windows operate poorly and lack storm windows. To prevent air infiltration, the windows have been sealed with plastic.
- Poor ventilation makes the room stuffy and hot in summer.
- Space is cold in winter because the door is kept closed and locked, and the room is at the end of the central heat duct. Supplemental baseboard heat does not adequately warm the space.



#### **4.7 Outdoor Spaces**

- The outdoor spaces include a patio, play area, memorial garden, plantings, trails, and other spaces behind the caretakers' residence. The MMM property slopes sharply down to the city bike path. Erosion-control has been successful, but run-off from lawn, upper landscape and sidewalk still flows down our path to the bike path. Water also pools at a low spot on the northeast edge of the patio leaving a muddy residue.
- Large timbers installed about 30 years ago create retaining walls supporting the building foundation and form the entryway to the lower level. These timbers:
  - are decaying
  - trap water against the foundation
  - block a direct sight line from the dining/social area to the play area, making it difficult to supervise children from inside the building
  - are a climbing challenge to children, and their height represents a potential safety hazard
- Large trees next to the Meetinghouse pose a risk of damage to the building, tree debris clogs gutters, and falling walnuts are noisy, messy and hazardous.
- Tools and materials used to maintain the grounds are stored inconveniently in a cramped, dilapidated shed at the east side of the caretakers' house property.
- Trash and recycling bins on the east side of the building are limited and, at times, unsightly.
- Items used in outdoor play are currently stored inconveniently in the Meetinghouse and should be more readily available near play areas.

#### **4.8 Parking**

A 17-stall parking lot in front of the Meetinghouse is too small to meet our needs. An agreement with the nearby Associated Bank allows those using the Meetinghouse to park in the bank's lot on Sunday and weekday evenings, providing us an additional 19-28 spaces. This overflow parking will become unavailable sometime in 2018 when the Bank relocates and redevelopment of the site begins. The Meeting parking lot and some lawn space are also used to park cars during home football events. The MMM will need to explore alternative parking solutions on our property or through cooperative agreements with other nearby entities.

#### **4.9 Restrooms**

Insufficient and poorly configured restrooms are the #1 complaint about the building. Restrooms do not comply with ADA requirements. The Meetinghouse has one gender-neutral restroom on the main level. The lower level has a single restroom for men with one small stall, a urinal, and sink, and one restroom for women with two small stalls and a double-sink vanity.

- **Main Level**

Attendance at the second worship service averages 50 people each week. Memorial services and weddings periodically pack the meeting room with 70 to 100 individuals. Peak use on Sundays and at special events easily overwhelms the main level restroom.

- **Lower Level**

The lower level restrooms are small, stalls are cramped, and access is limited by the need to step up to the elevated concrete floors (necessary for drainage to sewer line). On Sunday mornings as many as 50 adults and children may use the lower level and special events can overwhelm restroom facilities with 70 to 100 individuals.

#### **4.10 Storage and Custodial**

The meetinghouse has a general shortage of storage space and no proper “janitor’s” closet. Storage areas include three closets and the office. Existing closets are used inefficiently and the coat rack area in the library hall has become ad hoc storage for everything from food pantry donations and extra chairs to committee mailboxes and supply boxes for outside groups. Library supplies and miscellaneous meeting supplies fill two file cabinets under the coat rack.

- **Main Level**

- The office serves largely as a storage room for a portion of the MMM’s archives, active files, and electronic equipment.
- A deep closet is located to the right of the stage with access from the meeting room. This space provides storage for several organizations that use the meetinghouse and is not used by MMM except for the hearing assistance system equipment, a chair dolly, flipcharts, easels, and a table for Meeting for Business. A large heat duct inside the door constricts space and access. A loft above the closet is only accessible by ladder.
- Storage under and above the library coat rack is haphazard and unsightly.

- **Lower Level**

- The FDS program uses a former staircase (closed off and door added during previous renovation) to store educational materials and supplies. It is awkward, dimly lit, subject to dampness, and too small for the needs of the First Day School program.
- A large walk-in closet at the bottom of the stairway houses cleaning supplies and equipment, but lacks plumbing and a sink to facilitate cleaning.

#### **4.11 Structural, Building Materials, Mechanical and Drainage Systems**

- A portion of the building is more than 100 years old with a porous sandstone foundation. The structural integrity of the foundation should be evaluated and repaired, waterproofed or reinforced as needed.
- The Meetinghouse has a complex water management system; the gutters have inadequate capacity for the roof area; downspout drainage goes into buried PVC pipes on the west and east sides. Heat tape has been installed in the pipes to prevent freezing. The system requires regular monitoring, management, and maintenance to avoid clogs and frozen drain pipes.
- Past efforts to remediate and prevent mold in the basement included installing an epoxy floor. Water still percolates through the concrete slab of the basement floor and comes up under pressure through breaks in the epoxy floor covering. We have tried to address this problem by reconfiguring downspouts and gutters, installing PVC outfall tubes to move water away from the building, re-sloping a concrete slab next to the building, adding gutter guards to the gutters and warmers for underground pipes, and cleaning gutters more often. Although these steps have helped manage water infiltration, leakage remains an ongoing challenge. Gutters and downspouts remain undersized for the roof area, especially for the front, south-facing roof. The solar panels and steel roof panels on the upper roof increase the runoff velocity of water. This combines with ice damming and leaf litter to periodically produce overflows of the gutters. Heat cable in the upper gutters, downspouts, and extension tubes has helped mitigate the problem especially during winter and spring thaws.

- Two wall-vented furnaces have separate thermostats that must be managed. Environmental systems are not integrated and temperature and humidity management require idiosyncratic knowledge. Although routine changes in climate can be pre-programmed, irregular patterns of use often require human intervention to shut off dehumidifiers or alter the temperature in specific spaces.
- High humidity in the lower level is an ongoing problem. Dehumidification during the summer months is based on two stand-alone dehumidifiers. Both units are located in a crowded space. One unit is in the hallway outside the furnace room and drains into a drywell in the furnace room. The second unit is located in the dining area and drains into the kitchen sink. Each Sunday the dehumidifiers must be stored away and returned to service when activities are over.
- There are no floor drains. A single 100-year-old dry well is currently used to accommodate furnace condensate, water accumulations on the floor, and dehumidification condensate.
- A variety of barriers makes the building physically inaccessible to individuals with mobility problems. In particular, individuals who have difficulty navigating stairs must access the lower level via an outdoor ramped sidewalk which is subject to inclement weather, slippery surfaces, and is an unreasonable distance for less mobile persons. The pitch of the sidewalk is such that individuals using walkers or manual wheelchairs have difficulty.
- The west end of the building is sided with asbestos shingles.
- Single-pane windows on the west end are inefficient and hard to operate

#### **4.12 Technology**

The Madison Monthly Meeting operates with a minimum of technology.

- The Meetinghouse generates electricity through a solar panel on the roof connected to MG&E. The system is wholly owned by MG&E and NOT by MMM.
- Meetinghouse internet access is provided by a booster system from the caretakers' house.
- The hearing assistance system is difficult and frustrating for participants to use. It is designed to passively determine which of the microphones is picking up the strongest signal – this signal is boosted back into the hearing devices that interested people can use. The system tends to produce background noise and feedback, and has a steep learning curve for the new user. The system is no longer in use.
- A portable microphone system with a single speaker is currently the only voice amplification equipment being used. It must be assembled and packed up for every use.
- A portable projector and large format screen are used occasionally for visual presentations. A discretely housed permanent screen and projection system are desirable.

## 5. Goals

### General Goals

- Meetinghouse should be functional, spiritually uplifting, accessible and welcoming to all.
- To the greatest extent practicable, the Meetinghouse should be designed to facilitate access to all areas and programs by everyone regardless of age, physical condition, or other limitation.
- To the greatest extent practicable, interior spaces should be infused with natural light and a sense that we are present with God and nature.
- Design and selection of materials, equipment, furnishings and mechanical systems should honor the Quaker commitment to being good shepherds of our environment and prudent managers of our resources.
- Design and materials should reflect the Quaker commitment to simplicity, equality and community.

### 5.1 Entryways, Stairways and Access Between Levels

- A front entrance that is
  - Welcoming and spacious.
  - Designed to reduce crowding, congestion and the transfer of noise to worship areas.
  - Adequately sized for wheelchair access.
  - Doors positioned to facilitate moving supplies, equipment and furniture into and out of the building.
- Rear entrance with a vestibule or other system to improve energy efficiency, reduce air infiltration, and provide protection from inclement weather.
  - An effective “soft-close” system to prevent banging when used during worship.
  - A mechanical door opener.
- A lift, elevator or other mechanical assist system to facilitate access between the main and lower levels of the building.

### 5.2 First Day School

- FDS participation has fluctuated dramatically over the years. As a consequence, we seek a creative solution that optimally provides five classrooms with doors and good sound control in addition to the nursery; however, design of the FDS area should allow for flexible uses and room size. If possible, space should be reconfigurable to meet changing program needs.
- Design of FDS space should reflect the following goals:
  - A pleasant and welcoming environment for religious education
  - Flexible space configurations to accommodate larger groups when necessary
  - Sound control so noise from other areas of the building won't interfere with classroom activities, and to keep FDS noise from traveling to worship area or other activity centers.
  - Rooms should average approximately 200 square feet to allow for more than one activity area, not just a table and chairs.
  - Attention to security and safety for the children; allow for easy viewing of activity within any instructional space.
- An office or dedicated work area for FDS coordinator within or contiguous to classrooms.
- A storage area large enough to house currently scattered educational resources in one place contiguous to classrooms.

### **5.3 Kitchen and Dining/Social Areas**

- Provide a kitchen conducive to cooperative cooking and a hospitality area capable of serving 50 to 100 people at a time.
- Reduce or eliminate use of the hospitality area as the hub of the lower level.
- Provide a small commercial dishwasher and more counter space.

### **5.4 Library**

- Reduce traffic flow around and through the library to improve its function as a quiet and reflective space for meetings and small worship groups.
- Make library a more appealing, light-filled area.
- Arrange furnishings to maximize seating and bookshelf space and minimize clutter.
- The space occupied by the library is important as auxiliary seating for the Meeting Room, but the library and its collection could be housed elsewhere in the Meetinghouse.

### **5.5 Meeting Room (sanctuary)**

- Meeting Room design should improve the ability of individuals, especially those with hearing impairments, to hear worship messages.
- Seating arrangement should support Quaker egalitarianism and the belief that we are all seekers of that of God within—best achieved by a circular or square seating arrangement with no discernible focal point.
- To the extent possible, protect worship area from sounds and activities on the lower level, the entryway, outside, and from people moving around in surrounding areas.

### **5.6 Office Space and Meeting Rooms**

- Consider alternate location for office functions, equipment and supplies.
- Improve ventilation and heat in space currently used as an office.
- Meetinghouse should have at least two accessible meeting rooms capable of seating up to 12.

### **5.7 Outdoor Spaces**

- Preserve outdoor spaces, especially the sense of being part of the natural environment, to the greatest extent possible while expanding the building footprint.
- Preserve and deal reverently with the Memorial Garden, plantings and benches at the back of the property which are the final resting or commemorative place for some departed Friends.
- The grounds should provide a safe natural space conducive to reflection, relaxation and play.
- Maintain, reroute or improve sidewalk access to lower level.
- Maintain access to the bike path.
- Replace or eliminate deteriorating retaining walls. If replaced, new retaining wall should eliminate the current safety hazard.
- Design for effective outdoor equipment storage, trash can placement, and bicycle parking.
- Any landscape design should attempt to maximize the useful space available for multi-age, supervised and unsupervised play, socializing and reflection, outdoor picnic area for up to 25 people, a hard-surface play area for 4 square or kicking a soccer ball around.
- Building renovations and the landscape design should provide for good water management.
- Play areas should be designed to promote and maximize adult/parental involvement and supervision.

## **5.8 Parking**

- Changes to the Meetinghouse should not reduce the number of available parking stalls.
- A parking plan should be integrated into a comprehensive plan for managing water run off.

## **5.9 Restrooms**

- Increase the number of restrooms on the main floor in keeping with the size of population at regular and peak times of use.
- Facilitate efficient use of restrooms by making them gender neutral.
- Provide for individual safety of restroom users.
- Renovate lower level restrooms, if practical, or replace with adequate facilities.

## **5.10 Storage and Custodial**

- Design should be mindful of the need for effective and efficient cleaning and maintenance of the building which includes adequate space for storing supplies, at least one mop sink, and placed in a location that will facilitate cleaning activities.
- Increase storage space and locate it near where stored items are used.

## **5.11 Structural, Building Materials, Mechanical and Drainage Systems**

- A building that will be structurally sound for another 100 years.
- Effective water management around the building and measures that will prevent water infiltration in the lower level.
- Ensure that wiring (e.g. WiFi, amplification) systems are adequate and capable of potential future expansion.

## **5.12 Technology**

Although the MMM is a low user of technology, renovation planning should prepare the Meetinghouse for a future in which communications will often have an electronic component, and individuals may choose to participate in meetings and worship through virtual environments.